

New York State Office Of General Services  
Procurement Services Group  
Corning Tower Building  
Empire State Plaza  
Albany, New York 12242  
<http://www.ogs.state.ny.us>

## **PURCHASING MEMORANDUM**

### **GENERAL INFORMATION BULLETIN**

**NUMBER:** CL-698

**DATE:** May 12, 2008

**PLEASE ADDRESS INQUIRIES TO:**

New York City Mayor's Office of Contract Services  
Doing Business Accountability Project  
253 Broadway, 9<sup>th</sup> floor  
New York, New York 10007  
Phone: 212-788-8104  
Fax: 212-312-0993  
E-mail: [DoingBusiness@cityhall.nyc.gov](mailto:DoingBusiness@cityhall.nyc.gov).

**SUBJECT: Doing Business With New York City Agencies**

**TO ALL CONTRACTORS AWARDED OGS CONTRACTS THAT WISH TO PROVIDE CONTRACT PRODUCTS OR SERVICES TO NEW YORK CITY AGENCIES:**

New York City has enacted Local Law 34, which requires vendors that wish to do business with City agencies and affiliated City governmental entities to complete and submit a New York City Doing Business Data Form to the New York City Mayor's office BEFORE a City agency may purchase or accept a bid from the vendor. The purpose of this Local Law is to ensure compliance with the New York City campaign contribution limits to prevent influencing New York City procurement decisions (a practice known as "pay to play").

The NYC Mayor's Office of Contract Services has advised OGS that it requires any New York State OGS contractor that wishes to do business with New York City to complete the New York City Doing Business Data Form. The Form and a Question and Answer sheet are located at the following web site or may be obtained in hard-copy format directly from the New York City Mayor's office as listed above:

<http://www.nyc.gov/html/mocs/downloads/pdf/OGS%20Data%20Form%20and%20QA.pdf>

Please be advised this is NOT an OGS requirement and OGS contractors are NOT required by OGS to complete the New York City Doing Business Data Form as a term and condition of the OGS contract. Failure to complete and submit the form will not be deemed a breach of the OGS contract nor impact the State's determination of the responsibility of a vendor. However, failure to complete the form will preclude a vendor from doing business with a New York City Agency.

Questions should be directed to the New York City Mayor's Office as set forth above.